



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Tuesday, July 28, 2009
POSITION TITLE:	Director, Construction Oversight (Pending SPB and DPA Approval)	FINAL FILING DATE:	Tuesday, August 11, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	07282009_2

POSITION DESCRIPTION

Under the general direction of the Undersecretary, Corrections Services, the Director, Construction Oversight serves as the key executive that oversees facility renovations of existing institutions, the construction of new California Department of Corrections and Rehabilitation (CDCR) health care facilities, and compliance with the California Environmental Quality Act (CEQA) as part of prison health care reforms outlined in the Receiver's Turnaround Plan of Action and AB 900. The incumbent will be responsible for creating financing plans, managing each construction project's scope, assessing the environmental impact of the proposed construction projects, establishing and managing project schedules, budget, and developing a system-wide master plan. The incumbent will also create construction oversight audit and accountability systems. The incumbent is responsible for the development of new construction policies and protocols including additions to CDCR's design criteria guidelines to reflect the health care mission of new facilities. The incumbent is responsible for ensuring the renovation and construction projects will integrate into the overall security operation of the prison.

Duties include, but are not limited to:

Serve as the chief policymaker for construction oversight activities during the renovation of existing institutions and the construction of new CDCR health care facilities; provide vital input into high level policy and program decisions; assist in establishing and implementing strategic and tactical construction objectives; work routinely with other high level administrators; and influence broad policies and procedures.

Work collaboratively with the Receiver and the California Prison Receiver's Chief Legal Counsel to develop construction related strategies to address constitutionally deficient prison medical care conditions/issues. Prepare responses to litigation driven construction related questions. Prepare input for use in Tri-annual Progress Reports to the court.

Identify policies, functions, tasks, and activities necessary for the successful and timely construction of new health care facilities and the renovation of existing institutions; manage each project's scope,

budget, and schedule including the development of master plans. Oversee preparation of the CEQA documents as necessary for each project. Coordinate development of a financial plan for each new health care facility and for each institution renovation project that maximizes the use of general fund and bond funds as well as uses other financial tools for construction that are not bondable.

Establish new health care facility construction management and design criteria policies to reflect a health care mission. Ensures the scope and design of each project meets institutional security requirements.

Work collaboratively with medical, administrative and custody staff, as well as administration and community representatives to develop an understanding of the need to achieve constitutionally acceptable patient-inmate health care.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and

administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement and governmental agencies.

Knowledge of the California Prison Health Care Services' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Director, Construction Oversight (Pending SPB and DPA Approval)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A State Application (Std. 678) and Resume

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Allison Sanjo | 916-445-1694 | allison.sanjo@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to Human Resources, located at 501 J Street, Suite 350, Sacramento, CA. (**Please note, our office will be closed for business on Friday, August 7, 2009**)

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>